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COMMONWEALTH OF THE PHILIPPINES
ARMY HEADQUARTERS
APO 501

5 August 1945

CIRCULAR)

NUMBER 100)

EFFICIENCY REPORTS

1. Until further instructions, U. S. Army Regulations 600-155, 15 November 1944, Efficiency Reports, are quoted hereunder for the information, guidance and compliance of all concerned in the preparation of efficiency reports on Philippine Army officers:

"Section-I"

GENERAL

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1. On whom rendered. a. Efficiency reports will be rendered on each general officer and other officer of all components.

b. Efficiency reports will be rendered in duplicate on all officers except general officers. Original and duplicate copy will be signed by the reporting officer and forwarded to higher authority, as stated in paragraph 6. All reports will be forwarded by the reporting officer within 10 days after close of the period covered by the report.

2. Form to be used. a. General officers.

(1) Reports on general officers will be made in letter form embodying the following information:

- Name and grade of officer reported upon.
- Period covered by the report.
1. Duties performed during the period.
2. Manner of their performance.
- Physical activity.
- Physical endurance.
- Knowledge of his profession.
- For what command or duty would you specifically recommend him?
- What opportunities have you had for observing him during the period covered by the report?

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- (i) Does he render willing and generous support to the plans of his superiors regardless of his personal views in the matter?
 - (j) Of all general officers of his grade personally known to you, what number would you give him on this list and how many comprise your list?
 - (k) Such further remarks as may be deemed necessary will be included in this report.
- (2) In describing the manner of performance of duty or in making any ratings, the terms defined in paragraph 2, Instructions, WD AGO Form 67 (Efficiency Report) will be used, amplified as may be necessary.

b. Other than general officers. Efficiency reports on all officers, other than general officers, of all components will be rendered on WD AGO Form 67.

3. When rendered. a. General.

(1) An efficiency report as prescribed above will be rendered on each officer, other than general officer, by his immediate superior on 30 June and 31 December of each year. This report will cover all service for the preceding 6-month period regardless of the number of positions held, the number of organizations served in, or the number of immediate commanders under whom the service is rendered.

(2) An efficiency report as prescribed in paragraph 2a(1) will be rendered on each general officer by his immediate superior on 30 June and 31 December of each year, or for periods of greater than 1 month where such general officer ceases to serve under the direct command of the reporting officer.

(3) No efficiency report will be required but entry of efficiency ratings will be made as provided for in paragraph 80, AR 605-90, for officers, other than general officers, for periods of not less than 1 month where such officers cease to serve under the direct command of the reporting officer. These efficiency ratings when entered on WD AGO Form 66-1 (Officer's and Warrant Officer's Qualification Card) will be made available to reporting officers concerned and will be made as separate entries under paragraph C of the efficiency report required to be rendered as indicated in (1) above, unless the specific duty was reported on in a prior efficiency report. (See below, par. 14 below, and par. 8ad, AR 605-90.) A report for any period must therefore include ratings on an officer who has occupied one or more positions within a command or who has served under one or more immediate commanders.

(4) Where the entry on Form 66-1 as indicated in (3) above is unfavorable, an efficiency report will be rendered.

(5) If, due to local conditions in combat, the submission of efficiency reports as required by (1) and (2) above is not practicable, they will be submitted at the earliest opportunity that presents itself for the accomplishment of administrative details.

b. Unusual service. An efficiency report may be rendered on an officer of any grade at any time if, in the opinion of the reporting officer,

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the service appears to have been unusual either through merit or lack thereof.

c. Students at schools. Upon completion of each school term or upon separation of a student from school before the completion of the school term, the commandant of each special and general service school will forward to The Adjutant General a special school report on each officer. Where an officer is attending a civilian school, special school report will be submitted by the officer's immediate military superior. An efficiency report on WD AGO Form 67 will not ordinarily be rendered on students unless the school is in excess of 3 months.

(1) Form of report.

- (a) Designation of school and course pursued.
- (b) Duration of course (inclusive dates).
- (c) Graduate or non graduate.
- (d) Section to which detailed for special training (for Command and General Staff School only).
- (e) If unfavorable as to (c) above, reasons will be stated.
- (f) Academic rating (superior, excellent, very satisfactory, satisfactory, or unsatisfactory, determined as a result of the student's work during the course).
- (g) Statement, where applicable, that no efficiency report will be rendered for this period.

(2) Special report. This does not preclude the rendering of a special efficiency report required by b. above when such action is appropriate.

d. Additional efficiency report. When an efficiency report other than that rendered generally is rendered on any officer, other than a general officer, appropriate entry will be made at the same time on WD AGO Form 66-1, under item (15). In addition, a concise statement will be entered under item (31) to the effect that an efficiency report was rendered for that specific period of time. When such entry is made under item (31), the corresponding entry under item (15) will not be extracted and entered on subsequent efficiency reports. See paragraph 14.

e. Ordered to duty at school. Where an officer is ordered to duty at a school and will be in attendance at such school on 30 June or 31 December of any year, an efficiency report will be rendered by his military superior upon his departure for such duty. Such reports will cover the period since the rendition of the last report on the officer concerned, as indicated by the entries on Form 66-1.

f. By whom rendered. Efficiency reports will be rendered by the individual's immediate superior. Except the Chief of Chaplains and the Director of the Chaplain's School, no chaplain will render a report on another chaplain.

5. Unfavorable entries.

a. (1) Whenever an efficiency report contains entries (except under paragraphs D and E, WD AGO Form 67) which may be considered in any sense

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unfavorable, the reasons for the entry will be clearly stated, and the reporting officer will refer the entire report by indorsement to the officer reported upon for remark. Unfavorable entries of opinion under paragraphs D and F, Form 67, need not be referred to the officer being rated.

(2) In all cases the rating of "unsatisfactory" will be considered as unfavorable.

(3) Reference will not be made to charges preferred against an officer that have not been finally disposed of at the time the report is rendered or to trial by general courts martial that resulted in the acquittal of an officer on all charges and specifications, unless remark relative thereto is made by the officer reported upon.

b. (1) When a report is referred to the officer reported upon, he will return it by indorsement with the least practicable delay to the reporting officer with whatever remarks he may desire to make relative to the unfavorable entries only.

(2) The report will then be forwarded by the reporting officer to the next military superior by indorsement with any remarks he may desire to make with reference to the statements of the officer reported upon.

c. The provisions of a(1) and (2) above are equally applicable to the remarks of military superiors. If the forwarding indorsement of the next or a higher military superior contains any new matter unfavorable to the officer reported upon, or if a military superior reduces to "unsatisfactory" any rating of "satisfactory" or above, the entire report, including indorsements, will be referred to the officer reported upon.

d. If the forwarding of the original and duplicate copy of the report will be unduly delayed by reference to the officer reported upon a brief memorandum explaining delay will be forwarded.

6. Channels for efficiency reports. a. Efficiency reports of officers below the grade of colonel will be forwarded direct to The Adjutant General by the officer accomplishing the first indorsement or by the reporting officer if there is no intermediate superior between himself and The Adjutant General. In regiments, separate battalions, or similar organizations reports will be forwarded through the headquarters of the command concerned.

b. Efficiency reports on officers of the grade of colonel or higher will be forwarded through intermediate command channels to the War Department.

7. Qualifications peculiar to Army Air Forces. Each Air Corps officer holding an aeronautical rating (AR 95-00) and performing flying duty under that rating will be rated accordingly under paragraph C, WD AGO Form 67. In addition, the aeronautical rating (that is, airplane pilot, airship pilot, glider pilot, etc.) held by any officer, warrant officer, or flight officer of the Army of the United States will be entered under paragraph L, Form 67; whether or not the officer is performing flying duty.

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Section II

PREPARATION OF WD AGO FORM 67 (EFFICIENCY REPORT)

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8. Purpose. a. Efficiency reports are designed to report the manner of performance of specific duties by an officer during a definite period; to furnish accurate information as to the degree to which that officer possesses certain specified qualifications considered essential in the military profession; to record such special qualifications the individual may possess, the extent to which qualified, and his potential value to the post-war army.

b. The information furnished by these reports is of assistance to proper officials in making the suitable assignment of an officer; his eligibility, whether he is generally qualified, for promotion; and in some cases whether or not he should be retained in the service.

c. The present efficiency of his organization should not be the sole basis of a judgment by a military superior as to the efficiency of his subordinate. The degree to which the efficiency of the commander is reflected in the efficiency of his organization should be measured in direct proportion to his opportunities for making his imprint on the organization, considering the time factor and making due allowance for obstacles beyond the control of the individual. Unless an officer has had an opportunity to prove his ability by actual performance, any conclusion as to his efficiency is mere conjecture.

d. The Office of The Adjutant General is the final repository for all efficiency reports, and an officer may be granted permission to examine his own efficiency reports for his information and guidance.

9. Adjectival rating. a. All reporting officers must have the same understanding of the terms used in the report and must apply these terms in the same manner in order that reports will be fair and equitable to the officers reported upon and to the Government. Each term is defined on the reverse side of the report form (par. 2, Instructions) and should be applied literally.

b. The rating "satisfactory" should not be used due to lack of information of the reporting officer. In such cases "unknown" should be used. The proper use of the "unknown" column is important. It often happens that an officer in an isolated station receives what is apparently a satisfactory rating of "satisfactory" when the reporting officer admittedly had no opportunity to observe the results of his work. Many officers believe that to

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admit a lack of familiarity with the accomplishments of a subordinate is an evidence of inefficiency on their part. This may or may not be true but, in any event, the War Department wants the opinion of the reporting officer based on knowledge. If that knowledge does not exist or cannot be acquired, an honest statement to that effect should be made.

10. Numerical rating. a. Paragraph G, WD AGO Form 67, provides for the use of a numerical rating for each characteristic which corresponds to the adjectival rating given the officer being rated. It should be noted that two numerical ratings are assigned to the categories of "very satisfactory," "excellent," and "superior" in order better to define borderline cases.

b. The final adjectival rating in paragraph N is arrived at by totaling the individual numerical ratings in paragraph G, dividing the net value (par. K) by the total number of entries for which a numerical rating is given, and applying the following code to the final numerical rating (par. M):

- | | | |
|------------------|-----------|---------------------------|
| (1) Below 0 (-4) | - - - - - | Unsatisfactory (Unsat.) |
| (2) 0.0 to 1.99 | - - - - - | Satisfactory (Sat.) |
| (3) 2.0 to 3.49 | - - - - - | Very Satisfactory (V. S.) |
| (4) 3.5 to 5.49 | - - - - - | Excellent (Exc.) |
| (5) 5.5 to 7.0 | - - - - - | Superior (Sup.) |

c. The procedure should insure that the final adjectival rating is based on consideration of individual items and should reduce the tendency to give an over-all rating based on a preconceived opinion of the officer being rated.

11. Procedure. a. General. Efficiency reports are so important and of such vital and compelling consequence to the officer reported upon that the greatest care must be exercised in their preparation. Carelessness, incorrect entries, failure of reporting officer and reviewing officer to sign duplicate copy, and inconsistencies have necessitated the return of a large number of reports to the field for correction. This results in a large volume of correspondence and unnecessary loss of time and labor. A careful review of the efficiency report, giving consideration to the following, will eliminate obvious errors.

b. Paragraphs A, B, and C.

(1) The name of the officer reported upon should be typed exactly as it is carried on the official rolls of the Army. Care must be exercised to show the correct name, serial number, grade, and branch of service.

(2) The official status of the officer being reported upon with respect to the rating officer is covered by such remark as "Lieutenant in my battery" or "Plans and Training Officer of my battalion" or similar statement that describes in general the relationship between the rating officer and the officer upon whom the report is rendered.

(3) The total number of days shown in paragraph C should equal the number of days, inclusive, represented in "Period covered by report"

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(par.B); For example, 1 January to 15 March 1944 equals 75 days.

(4) "Stations at which officer served" applies only to those stations at which the officer served during the period covered by the report.

(5) Duty assignments should be described accurately. Some duties are of such a nature that, unless care is exercised in describing them, reviewing officers are unable to visualize the essential qualities or knowledge required for the task, nor will higher authority be able to discriminate between the important, responsible positions and those of less importance. Care should be taken to include all principal duties performed during the period covered by the report.

(6) When an entry from WD AGO Form 66-1 is to be entered on Form 67 as provided by paragraph 3a(3), it will be entered under paragraph C in the following manner: for example, the information shown under appropriate headings might be--Stations: "Fort Leonard Wood, Mo."; Duty assignments: "From 66-1, Adjutant, Exc."; Days: "120"; Duty classified: check proper box or boxes if evident from duty assignment or known.

(7) Whenever the report covers a period of nonduty such as sickness or leave of absence, it will be entered separately. In the event that an officer has availed himself of more than one leave period or may have had ordinary leave and sick leave, the entire amount should be shown under one heading: for example, 5 days leave 1 to 6 February 1944, 3 days sick leave 7 to 10 April 1944, and 10 days leave 1 to 11 June 1944 will be shown as "Leave 18 days." The total number of days shown will include all nonduty periods and equal the total number of days represented by the period of the report.

(8) Care should be taken to properly classify duty and check appropriate box or boxes. Some duties may be properly classified under one, two, or more headings. Proper distinction between staff and administrative-executive categories should be carefully considered. For example: An officer performing the duties of S-4 is a staff officer; an officer performing similar duties in the office of The Quartermaster General is an administrative officer.

c. Paragraph D.

(1) The general estimate calls for a word picture of the rated officer. This estimate is of particular value not only because it is a guide for the reporting officer in filling out a consistent report but also because, if the estimate is properly and sufficiently complete and accurate, it permits higher authority to gain an adequate idea of the present and future value of the officer regardless of whether the reporting officer is a "high" or "low" rater. Points of weakness, as well as strength, should be included.

(2) The reporting officer should exercise particular care that his word picture is not inconsistent with other entries on the report. At the same time, equal care should be exercised not to duplicate what is rated in another part of the report. Entries such as "An excellent officer" or "A very good officer" do not fulfill the requirements of this estimate.

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(3) The following examples of entries for this paragraph may be used as a general guide:

- (a) "A quiet, rather reticent officer, who expresses himself clearly and briefly. Gives impression of coldness, but upon closer acquaintance is found to be friendly and tactful. Very punctilious. Systematically analyses each problem and habitually renders a practical solution. Very methodical by nature; meticulous in executing even minor tasks."
- (b) "A creative officer with an inquisitive mind who has an uncanny ability to visualize the necessity for corrective or other action; always one step ahead. Quiet in manner but resourceful, enthusiastic, ingenious, and circumspect; inspires confidence."
- (c) "An unimpressive officer whose performance of duty is on the decline because of _____. Requires constant supervision. Realizes his weakness in this regard and strives hard to overcome his inclination but has been unsuccessful in his endeavor because his will power is dulled by _____ (or makes no attempt to overcome his weakness). Verbose, unsteady, selfish, vacillating, procrastinating, and ineffectual."
- (d) "A careless and indifferent officer both in attitude and performance; unimaginative. Constantly requires supervision; always has an alibi; seeks duties which involve little if any responsibility. Employs his time largely in activities other than professional. Heavily in debt, he has little sense of financial responsibility; evasive; gullible and spiritless."
- (e) "A quiet, modest, unassuming, and intensely loyal officer whose paramount interest is the efficiency of his organization. His weaknesses are that his loyalty causes him implicitly to execute instructions without perceiving that conditions have altered the situation and his work is favorably outstanding only when closely supervised."
- (f) "This officer's strong points are his pleasing personality and his ability to work quietly under pressure. His weakness lies in his lack of ambition and content with average results. If given an inspiration, he becomes enthusiastic but if the task is arduous and of long duration, he accomplishes merely commonplace results."

(4) Unfavorable entries of opinion in this estimate need not be referred to the officer being rated.

d. Paragraph G...

(1) The ratings, adjectival and numerical, given here must be based on personal observation or official reports or records. In the absence of such basis, the entry should be "unknown." The adjectival rating "unknown" has no numerical value.

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(2) In an estimate of physical activity the ability to work rapidly should be considered; however, hustle and bustle, which result in confusion, should not be considered as the ability to work rapidly. Rather, under this heading should be indicated the degree to which an officer has been efficiently active, energetic, and quick. In the consideration of an individual's physical endurance or capacity for prolonged exertion, the reporting officer must not be misled into thinking that an officer has little endurance because he is not frequently seen indulging in strenuous activity to the point of near exhaustion. The less noticeable, more self-contained individual might well be the one to stand up longer through a succession of trying, hard days. It must be borne in mind also that many duties are not a proper test of an officer's physical endurance and the rating "unknown" should be used in these cases. Obviously the amount of physical exertion demanded of an administrative officer is less than that required of an officer in combat; however, this does not necessarily mean that the administrative officer is not capable of greater physical endurance. If an officer has had a severe illness or has undergone a recent operation and there is any question as to his condition, let it be determined by a medical board.

(3) The stability of an officer under pressure is his firmness in position; ability to resist a force tending to overthrow; firmness of character; constancy under extenuating circumstances, distress, or urgent demand; ability to think and act calmly, logically, and rapidly under stress.

(4) In rating an officer on his attention to duty, his ability to work thoroughly and conscientiously, indicate to what degree the officer being rated subordinates his own convenience, comfort, and desires to a complete, exact, careful, and faithful performance of his duty. This observation should extend to the effectiveness of the officer's plans and preparations as well as to actual conduct of duty. Many other fine military qualities will be a total loss unless they are accompanied by an adequate sense of attention to duty. Duty calls for the assumption of responsibility and self-sacrifice. Do not overlook the fact that the quiet man may accomplish more with less apparent effort than the blusterer who makes a great show of being on the job.

(5) Cooperation refers to the ability to act jointly with juniors and seniors and effectively with another or others, military or civilian, to attain a designated objective.

(6) Initiative, the trait of beginning needed work or taking appropriate action on his own responsibility in the absence of orders, is not possessed by one who does only what he is told to do or who continually asks how to do it. The other extreme is the abuse of general authority given. Between these extremes is the officer who thinks and sees for himself, weighs the need and desirability of the action, and then goes ahead with its accomplishment.

(7) An intelligent officer is one who readily understands new ideas or instructions. The ability to coordinate a new fact or idea with what is already known indicates intelligence. It should be assumed that an order, for example, embodies a decision thoughtfully arrived at. It

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consequently merits and requires thought to carry it out. Therefore, granting that a decision is thoughtfully arrived at and is clearly expressed in an order, the failure to grasp the spirit or comprehend such an order shows lack of intelligence.

(8) Force, the faculty of carrying out with energy and resolution that which on examination is believed to be reasonable, must not be confused with bluster, loudness, a dogmatic or dictatorial manner, or plain stubbornness. That officer possesses force who, without antagonizing others, calmly and uniformly exacts efficient performance from his subordinates and thus gets things done smoothly, quickly, and efficiently.

(9) Judgment is the ability to think clearly and arrive at logical conclusions. It manifests itself in common sense, "gumption," intuition, and ability to stick to the subject. It may be developed by conscious, methodical effort toward deliberate thought on each question presented.

(10) Leadership is the art of imposing one's will upon others in such a manner as to command their obedience, confidence, respect, and wholehearted cooperation. It is the capacity to direct, control, and influence others in definite lines of action or movement and still maintain high morale.

(11) An officer's ability to get results speaks for itself.

e. Paragraph E.

(1) Favorable communications, such as letters of commendation, should be based upon personal observation by the officer writing the commendation or upon official reports or inspections. Commendations will normally be incorporated in efficiency reports or forwarding indorsements thereto. Reporting officers or military superiors through whom efficiency reports are forwarded may, however, if they so desire, attach to efficiency reports copies of letters of commendation given by them to officers reported upon. Commendations from other than reporting officers or military superiors may also be attached. If the commendation is from an officer not in the channels through which the commended officer's efficiency report passes, it should be furnished to the latter's immediate superior for attachment thereto.

(2) Unfavorable communications will normally be attached to efficiency reports; however, reporting officers or military superiors through whom the reports pass are not required to attach thereto administrative admonitions or reprimands which, as corrective measures, have served their purpose in creating and maintaining efficiency and should not be the basis of answering this paragraph in the affirmative.

f. Paragraph I.

(1) This paragraph provides a place for the inclusion of any record of disciplinary action taken against the officer reported upon. It is not intended that, under this paragraph, there should be entered and thus made of record, every trivial offense the individual may have committed. Minor deficiencies should be brought to the attention of the officer at the time noted, and the commanding officer should by counsel, advice, example, and, when necessary, by disciplinary measures, assist

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the individual to overcome his deficiencies. This matter is completely covered in Army Regulations and Manual for Courts-Martial. Paragraph 2b, AR 600-10, states that trivial offenses which have been promptly and properly corrected when brought to the attention of the individual concerned, need not be noted on the officer's record and will be considered as closed incidents.

(2) If an admonition or reprimand is verbally administered and the individual fails to appeal, it will be affirmatively so stated in a separate statement under "Remarks."

(3) In case any report of disciplinary action is made, the original communication covering the matter, together with the record of any appeal that may have been made and the action taken, will be attached as part of the efficiency report rendered.

g. Paragraph J. In this paragraph the reporting officer is required to state whether he has called any deficiencies to the subordinate's attention. In case the reporting officer has failed to bring an individual's deficiencies to his attention prior to the rendition of the report, he will make the necessary explanation under "Remarks." Junior officers should have their deficiencies pointed out to them when they occur and the report should indicate the degree to which the deficiencies were corrected. Where these deficiencies are such as to be embodied in the efficiency report, it is advisable to make them a matter of record in an official communication prior to their entry on the report.

h. Paragraphs K, M, and N. See instructions under these paragraphs on the report form and paragraphs 9 and 10 of these regulations.

i. Paragraph L.

(1) Here should be listed those specialties often not thought of in connection with the military profession, but which frequently add materially to an officer's value to the service, particularly in time of war. Examples are: knowledge of foreign languages, special proficiency in motors, athletics, cryptography, knowledge of foreign countries and peoples.

(2) Aeronautical ratings (i.e., airplane pilot, observer, etc.) held by officers are required to be entered regardless of whether the officer is performing flying duty.

(3) Remarks entered in this paragraph must be based on official records or knowledge, not hearsay.

j. Paragraph O. Before the reporting officer signs this report, he should be certain that all paragraphs and subparagraphs have been completed accurately pursuant to instructions; that there are no omissions; and that any deletions, interlineations, or erasures are properly initialed.

12. Review by higher authority. The careful review of all efficiency reports is the obligation of all next higher commanders. Immediate commanding officers sometimes exercise great latitude in making out efficiency reports.

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Safeguards against the abuse of the immediate superior's prerogatives exist in the careful review of reports by the next higher commander.

13. Forwarding of reports. a. If it contains no unfavorable entries other than under paragraphs D and F, the efficiency report is transmitted to the next military superior for review and the accomplishment of the first indorsement. In this indorsement the next higher superior may concur in the report, dissent altogether or in part and indicate how he would have rated the officer on the points in question, or make any other pertinent comments.

b. The following method of forwarding reports is given in some detail so that all concerned may be cognizant of the correct manner of handling reports, particularly those having unfavorable entries:

(1) Procedure with reports having unfavorable entries.

(a) Indorsements:

1st Ind.

(From reporting officer to officer reported upon.)
"Referred to you for remark in compliance with paragraph 5, AR 600-185."

2d Ind.

(From officer reported upon to reporting officer.)
Here the subordinate being rated will include any remarks he may desire to make in connection with the unfavorable entries. He will confine himself to these unfavorable remarks in writing his indorsement and not write in generalities.

3d Ind.

(From the reporting officer to the next superior.)
Either a transmittal indorsement or any remark he may desire to make with reference to statements of officer reported upon.

(b) If the forwarding indorsement of the next or a higher military superior contains any new matter unfavorable to the officer reported upon, or if a military superior reduces to unsatisfactory any rating of satisfactory or above, the entire report, including the indorsement, will be referred to the officer reported upon.

(2) General procedure regarding indorsements.

(a) By next military superior.

1. "I concur in the above report"; or

a. "I concur in the above report except that under paragraphs G 1 and 5, I would give this officer the following numerical ratings and subsequent final

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numerical and final adjectival ratings:

G 1--Physical activity and endurance: 5; Exc.

G 5--Initiative: 3; V.S.

Final numerical rating: 4.2

Final adjectival rating: Exc."; or

3. "I do not know the officer reported upon but I have confidence in the judgment, spirit of fairness, and impartiality of the reporting officer"; or

4. "I do not know either the officer reported upon or the reporting officer and cannot express an opinion.

(b) By higher commanders.

1. "Examined and forwarded"; or

2. "Examined and forwarded"; followed by whatever comment it may be desired to make.

3. Indorsements by higher military commanders will contain in paragraph 1, "Examined and forwarded," and in succeeding paragraphs any remark they may desire to make. If, in such indorsement, comment other than "Examined and forwarded" is made, the responsible commander will sign the indorsement.

14. Entry of efficiency rating on WD AGO Form 66-1. When an efficiency rating is entered on Form 66-1 (see par. 3a(3) and d of these regulations), the adjectival rating as shown in paragraph N, Form 67, will be entered under items (15) and (31) in the following manner:

(15) Record of Service.

Type of duty	Unit organization or station	Dates		Manner of perform- ance	Initials
		From	To		
Adjutant...	Ft. Leonard Wood, Mo.	3-1-44	5-15-44	Exc.	(67) ABC

(31) Remarks:

Efficiency report rendered for period 3-1-44 to 5-15-44.

(AG 201.61 (30 Oct 44).)"

By order of the Secretary of National Defense:

BASILIO J. VALDES,
Major General, Philippine Army,
Chief of Staff.

OFFICIAL:

John H. ...
JOHN H. ...
Colonel, AGS,
The Adjutant General.

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